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Operations

**RESOURCE AUGMENTATION DUTY (READY)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes standard procedures for the READY program, implementing AFI 10-217, *Resource Augmentation Duty (READY) Program*. **Attachment 1** is a sample Request for READY Support, **Attachment 2** is a Unit Appointment Letter and **Attachment 3** is Unit Tasking for READY Support. This instruction applies to all organizations, including tenant units, assigned to Vandenberg AFB.

1. General Mission:

1.1. The Resource Augmentation Duty (READY) Program identifies, places, codes, and trains people to meet augmentor needs for installation-level exercises, contingencies, wartime, or emergency situations.

2. Responsibilities:

2.1. Wing Commander:

2.1.1. Manages the local program and is the base level OPR.

2.2. Augmented Units:

2.2.1. Submit request for READY support to 30 SW/MQ (See **Attachment 1**).

2.2.2. Establish training programs for READY duties.

2.2.2.1. Manage and conduct required training for personnel assigned to READY positions.

2.2.2.2. Provide information to tasked Commander Support Staffs (CSS) describing augmentee duties and listings when augmentees are trained.

2.3. 30 SW/MQ:

2.3.1. Validates program owners' requests for READY support.

2.3.2. Validates units' available manpower to fill READY augmentee requirements.

2.3.3. Acts as advisor/consultant to the wing commander during the READY Review Board.

2.4. 30 MSS/DPMAE:

2.4.1. Conducts READY review board meetings as directed by the wing commander and acts as advisor/consultant to the wing commander during the READY review board.

2.4.2. Tasks base organizations as determined by READY Review Board to support all approved requests.

2.4.3. Updates augmentee READY codes and training dates for non Personnel Concept III (PC-III) units, and will provide a management DESIRE (listing) quarterly.

2.4.4. Conducts Unit Manager and CSS training on PC-III Ready Code updates and products as required.

2.4.4.1. Provide alternates to fill in when primary is on leave, TDY, to ensure position is always filled.

2.5. Tasked Units:

2.5.1. Unit commander appoints by memorandum a unit READY program manager (see [Attachment 2](#)).

2.5.2. Identify individuals assigned to READY positions for a minimum of 6 months (see [Attachment 3](#)).

2.5.3. Require units to contact the augmentees to receive training.

2.5.4. Replace individuals (60 days prior) who are no longer available or qualified for READY duties due to PCS, separation, or conflicting duties.

2.5.4.1. Provide alternates to fill in when primary is on leave, TDY. Ensure position is always filled.

2.5.5. Ensure CSS manage taskings through the use of PC-III.

2.5.5.1. Update PC-III when augmentees are trained to ensure they are identified in the Personnel Data System.

3. Ready Review Board:

3.1. Determines unit's fair-share tasking for READY requirements.

3.1.1. Augmentees will be assigned to units within the gaining group whenever possible.

3.2. Meets annually or sooner if directed by the wing commander.

3.2.1. Is chaired by the 30 SW/CC or designated representative.

3.2.2. Members to be present are 30 SW/CV, 30 SW/CCC, 30 SW/MQ, 576 FLTS/CC and Group Commanders.

MICHAEL D. BRICE, Maj, USAF
Commander, 30th Mission Support Squadron

Attachment 1

SAMPLE REQUEST FOR READY SUPPORT



MEMORANDUM FOR 30 SW/MQ

FROM: (*Unit CC*)

SUBJECT: Request for READY Support

1. To fulfill the following requirements, we require ____ augmentees to support our wartime mission.
 - a. (Describe requirements with justification.)
 - b. (List all applicable regulations.)
2. If you have any questions, please contact (name of unit POC) at extension (DSN phone number).

Commander

1st Ind, _____ (Unit CC)

TO: 30 MSS/DPMAE

This request is valid. The unit requires ____ augmentees to support requirements in Paragraph 1.

Manpower Technician

cc: (*Unit CC*)

Attachment 2**SAMPLE UNIT APPOINTMENT LETTER**

MEMORANDUM FOR 30 MSS/DPM AE

FROM:

SUBJECT: Resource Augmentation Duty (READY) Program Managers

1. The following individuals are appointed as primary and alternate READY Program Managers:

Name/Rank	Org/Off Sym	Duty Phone
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2. This letter supersedes all previous letters, same subject.

Commander's signature block

Attachment 3

UNIT TASKING FOR READY SUPPORT



MEMORANDUM FOR UNIT

FROM: 30 MSS/DPMAE

SUBJECT: Tasking for READY Support

1. Your unit is tasked to support READY augmentation for _____ (*i.e. Disaster Preparedness*). You must provide ____ personnel to _____ (*i.e. 30 CES/CEX, 6-4024*) no later than two weeks from the date of this letter. Personnel selected to support this tasking must not have conflicting duties.
2. Your support staff must use PC-III to document all personnel appointed and their training dates. The personnel data system will be used to provide products to all Augmented Activities to ensure compliance. (see Paragraph [2.4.3.](#))
3. This tasking and your fair-share have been validated by 30 SW/MQ and the wing's Ready Review board. If you have any questions, please call ext. 6-8617.

READY Program Manager

1st Ind, Commander

TO: (Augmented unit)

1. The following personnel have been tasked and will contact your office for training and reporting instructions. Personnel will be assigned to this program for a minimum of six months.

<u>RANK/NAME</u>	<u>ORG/OFF SYM</u>	<u>DUTY PHONE</u>	<u>HOME PHONE</u>
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2. If you have any questions, please contact _____ (*name and duty phone*).

Commander

cc: 30 MSS/DPM AE